

**CITY OF NORTH PORT
REQUEST FOR LETTERS OF INTEREST 2019-XX
STATE LOBBYING SERVICES**

PART II – SCOPE OF SERVICES

1. SCOPE OF SERVICES

The City Commissioners have recently endorsed the issues and projects that will comprise its 2020 state legislative platform. It now seeks outside expertise in developing appropriate strategies and advocating for the City's priorities. Primarily, the City seeks assistance in identifying appropriate funding for several key projects as well as ensuring the continued funding for programs related to health, public assistance and public safety. It also requests assistance in monitoring legislation that would impact the City, especially as it pertains to its critical issues. The selected firm will work with City Commissioners, City Manager, various departments, and the City's Federal lobbyist as needed.

The scope of work is a general guide to the work the City expects to be performed by the state lobbyist(s) and is not a complete listing of all services that may be required or desired.

1. Assist the City in developing an annual state legislative agenda.
2. Be familiar with projects and activities of various state agencies and advise the City of possible programs or activities for which the City may make application.
3. Actively assist in seeking and developing funds for the City's projects.
4. Be familiar with the projects and activities of the City of North Port and advise the City of pending legislation or regulations that might materially impact those projects and activities, work closely with staff to prepare all the materials for congressional appropriations filings, and work on authorizing legislation as needed for the City.
5. Enhance the City's presence at the State level, establish and maintain proactive relationships by routinely communicating and making personal visits with Florida Legislators and State Agency Officials.
6. Assist in coordination of meetings and appointments with State Legislators and State Agency Officials during Legislative Action Days, other events, or as needed.
7. Represent City of North Port in Tallahassee generally, and when requested, in hearings before state legislative and executive bodies and in contacts with individuals involved in legislative or executive agency process.
8. Review on a continuing basis all existing and proposed State policies, programs and legislation to identify those issues that may affect the City or its citizens and regularly inform the City on these matters.

9. Review legislative policy statement adopted by the Florida League of Cities and other local governments and lobbying groups for the purpose of identifying issues which may positively or negatively affect the City.
10. Identify other Florida legislation of interest to the City, monitor the activity on these initiatives, and advocate the City's interest when appropriate.
11. Monitor Florida legislative committee meetings, agency hearings and meetings prior to and during the regular and special legislative session(s) at which specific issues with the City's adopted Legislative Program are considered as well as other issues that may arise that affect.
12. Assist in securing prompt approval of grant applications filed with state agencies.
13. Assist in securing permits and approvals that might be required from time to time from state government or any of its agencies.
14. Perform services not specifically enumerated but similar in nature as the need might arise from time to time, at the direction of the City Manager and City Commission.
15. File any required lobbyist disclosure reports in a timely fashion.
16. While the Legislature is in session, provide a written report at the end of each week detailing legislative action taken during the week, status of legislative issues, anticipated action for the upcoming week, and suggested action for consideration by City staff or elected officials.
17. While the Legislature is not in session, provide reports at least monthly on issues of interest of concern to the City. Such information may include, but not necessarily limited to: action taken at interim committee meetings, rule making hearings, status of studies underway, advance notice of legislation being proposed, and reports on all outcomes of communications and personal visits with Legislators and State Agency Officials.
18. Be available at least monthly, telephonically, for discussion of state issues with City staff/officials as needed.